



**Date:** April 11, 2016

**From:** Town of Waynesville- Human Resources Department

**RE:** Laboratory Analyst and Grant Writer

**Department:** Wastewater Treatment Division

**Salary:** \$31,827.26 annually/\$15.30hr.

---

#### **GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to participate in the daily operations of the wastewater treatment plant laboratory and seek funding for plant upgrades and maintenance; to work with plant personnel in laboratory procedures, and to perform other technical and analytical work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation as mandated by state requirements, reporting progress of major activities through periodic conferences and meetings.

#### **ESSENTIAL TASKS**

*The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.*

Participates in the daily operation of the wastewater treatment plant laboratory for the analysis of industrial and domestic wastewater.

Implements laboratory policies, procedures and protocols.

Assists in laboratory compliance with all applicable policies, procedures, regulations, and standards of quality and safety.

Performs quality control procedures on equipment and supplies to ensure reliable test results; troubleshoots and performs maintenance and minor repairs of laboratory equipment.

Assists in maintaining state laboratory certification.

Prepares solutions and chemical reagents for testing.

Inspects plant operations; collects samples of wastewater, raw and treated water for laboratory testing; conducts chemical and biological tests; interprets results and prepares laboratory reports as required by the Town and other agencies.

Assists in performing tests on industrial wastewater samples; coordinates test results with industrial officials.

Prepares laboratory test records.

## **CLASS TITLE: LABORATORY ANALYST & GRANT WRITER**

Seeks state, federal and other grant funding opportunities related to Waste Water Treatment plant operations

Prepares preliminary recommendations and/ applications for grant funding opportunities.

Works closely with Plant Manager, Lab Manager, Town Engineer, and other allied Town staff to submit grant funding applications

Maintains records and files documenting grant opportunities and submitted grant applications  
Works with Plant Manager, Lab Manager, Town Engineer, and allied Town staff to implement and manage successful grant funded projects.

Performs general administrative / clerical work as required, including but not limited to preparing reports and records, completing forms, entering and retrieving computer data, preparing spreadsheets, copying and filing documents, answering the telephone, attending meetings, etc.

Attends meetings, training, seminars, etc., as appropriate to enhance job knowledge and skills and maintain state certification(s).

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **DATA INVOLVEMENT:**

Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

#### **PEOPLE INVOLVEMENT:**

Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants.

#### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring moderate instruction and experience, such as laboratory equipment and wastewater plant equipment.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing coordinating work involving guidelines and rules, with constant problem-solving.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic or geometric construction. May use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

#### **LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters with proper format; speaking compound sentences using normal grammar and word form.

## **CLASS TITLE: LABORATORY ANALYST & GRANT WRITER**

### **MENTAL REQUIREMENTS:**

Requires doing professional-level work requiring the application of scientific, engineering, accounting or legal methods in the solution of technical, administrative or legal problems; requires extensive understanding of operating policies and procedures and ability to apply these to complex problems; or the coordination of sub professional work in these disciplines; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

### **VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

#### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires Bachelor's degree or education and training equivalent to four years of college education in chemistry, biology, environmental science or a closely related field.

#### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

#### **EXPERIENCE REQUIREMENTS:**

Requires over four years and up to and including eight years of experience in an industrial laboratory.

### **AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

#### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

#### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, toxic/caustic chemicals, confined spaces.

#### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, depth perception, odor and color perception, hearing and speaking abilities.

### **JUDGMENTS AND DECISIONS**

#### **JUDGMENTS AND DECISIONS:**

Responsible for guiding others, requiring frequent decisions affecting co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

**CLASS TITLE: LABORATORY ANALYST & GRANT WRITER**

**ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations

**Interested applicants may submit an application/resume to:**

**Town of Waynesville,  
Brittany Buchanan, HR Specialist  
Human Resources Department  
16 S. Main Street  
Waynesville, NC 28786**

Or via email to [bbuchanan@waynsvillenc.gov](mailto:bbuchanan@waynsvillenc.gov)

**Applications will be accepted until April 18, 2016 at 5:00 p.m.**